

**Office of Statewide Health Planning and Development  
Healthcare Workforce and Community Development Division**

**Health Careers Training Program (HCTP)  
Duty Statement**

**Position #: 441-307-5393-707**

**Classification: Associate Governmental Program Analyst (AGPA)**

**SECTION A: GENERAL DESCRIPTION:**

The incumbent, in a highly independent manner, performs the more responsible, varied, and complex technical analytical staff services work such as consultation, program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management and personnel analysis within the Health Careers Training Program (HCTP). Routinely provides consultative services to the Healthcare Workforce and Community Development Division's (HWCDD) management and/or external stakeholders. May act as a team leader or coordinate the efforts of representatives of various governmental agencies on larger projects.

**Supervision Received:** Under direction of the Health Careers Training Program Staff Services Manager (SSM) I.

**Physical Demands:** Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

**Typical Working Conditions:** Requires prolonged sitting and use of telephone and video data terminals and frequent contact with HWCDD management team, internal and external stakeholders including healthcare providers, education entities, funding institutions, HWCDD employees and others. Requires mobility to various OSHPD/HWCDD work areas. Requires occasional travel within the State of California. The hours of work are to cover business hours of 8:00 am to 5:00 pm, Monday through Friday.

**SECTION B: ESSENTIAL FUNCTIONS:**

- 50% The incumbent will consult with healthcare providers, public and private educators, national and state associations, workforce developers, and other state agency level managers and/or their appropriate decision making staff to assist them in increasing the recruitment, training, employment and retention of health professionals in California. Identify trends, strategies and funding opportunities that are proactive in addressing healthcare workforce and community development issues affecting underrepresented and underserved populations. Report to HWCDD's managers concerning issues relating to access to healthcare. Represent OSHPD by serving as a member on workforce stakeholder committees and adhoc groups to promote the HWCDD's goals and objectives.

- Identify appropriate funding sources to assist in foster partnerships and collaboratives that leverage staffing and/or monetary resources that will allow healthcare training programs to be implemented and sustained.
  - Participate on work teams and/or task forces to assist public and private level stakeholders in the expansion and/or development of new healthcare training programs that meet the needs of healthcare employers, health educators and students.
  - Develop survey instruments and conduct in-depth statewide analysis/assessments/studies to (1) determine the needs of healthcare providers (including specialized clinics, hospitals, etc.), educators/trainers and (2) provide a statewide profile of healthcare workforce needs to develop programs that promote access to equitable healthcare through workforce and community development.
  - Analyze proposed legislation and advises management on the impact or potential impact
- 30% Provide staff support to the Division's Healthcare Pathway Continuum in the development, implementation and maintenance of health professional outreach, recruitment, career development and placement of primary care providers and allied healthcare professionals in California's health professional shortage areas. Acting as a division liaison,
- Build commitment to community primary healthcare programs and/or services
  - Create new and/or link with existing healthcare networks amongst stakeholders
  - Coordinate and present HWCDD exhibits at various healthcare conferences, and recruitment seminars for education institutions. Market HWCDD programs to healthcare stakeholders.
  - Formulates policies and program alternatives and makes recommendations to address diversity issues affecting health professionals shortages
  - Assist in developing and reviewing grant proposals and conducting grant site visits to ensure stakeholder programs meet the Health Careers Training Program goals and objectives.
- 15% Prepare periodic written and oral presentations, updates and recommendations to HWCDD Management on progress and status of healthcare outreach, career development and placement of primary care providers and allied healthcare professionals in California's underserved communities.
- 5% Other appropriate duties as assigned.

**SECTION C: NON-ESSENTIAL FUNCTIONS:**      None

**SECTION D: OTHER EXPECTATIONS:**

- A. Demonstrates a commitment to performing duties in a service-oriented manner.
- B. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- C. Maintains good work habits and adheres to all policies and procedures.

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**To Be Signed By The Employee And Immediate Supervisor**

I have reviewed and understand the duties of the position.

The employee has been provided a copy of the duties of this position.

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Employee/Date

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Supervisor/Date